



भारत हेवी इलेक्ट्रिकल्स लिमिटेड

Bharat Heavy Electricals Limited

उद्योग क्षेत्र, नई दिल्ली/ Industry Sector, New Delhi

मानव संसाधन प्रबंध / Human Resources Management

Ref; ID/HRM/ Stationary/2015

Date :-18.11.2015

Open tender

To

Sub: TENDER FOR Stationary supply

Dear Sirs/Madam,

BHEL invites bids from reputed Printers/vendors for supply of printed Stationary items such as DO letter/letter head , Identity cards for retired & regular employees , Green Sheet pad , Invitation cards with envelop promotion letter with envelop Ordinary files, Vehicle log book entry etc.on rate contract basis. Therefore, we intend to empanel parties on rate contract basis for a period of two years for supply of these items.

Quotations are invited in two part bids in sealed cover with Enquiry No. & Date and, Due Date, legibly super-scribed on it, subject to acceptance of the enclosed Terms and Conditions.

The quotation should reach in the office of the undersigned by 15:00 Hrs on or before 10.12.2015

SN	Description / Instructions
1.	<ol style="list-style-type: none">1) The rates offered shall remain firm, during the contract period of two years. The rate contract may however be extended further for a period of one year with mutual agreement, in writing, on the same Rates, Terms and Conditions.2) Terms & Conditions (Annexure-"I").3) Technical Terms & Conditions (Annexure-"II").4) Commercial Terms & Conditions (Annexure-"III").5) General Terms & Conditions (Annexure-"IV").6) Details of Business (Annexure-V).7) Declaration (Annexure "VI")8) Technical details (Annexure-"VII").9) Price Bid Format (Annexure-"VIII")10) Check List (Annexure-"IX")
2.	<p>IMPORTANT INSTRUCTIONS:</p> <ol style="list-style-type: none">1. Vendors must go through all these Annexure carefully before submitting the bid.2. Offers should be submitted in Two Parts as described in Annexure-"II".3. The prices must be quoted in the enclosed Price Format only.4. Quoted Rates shall remain FIRM during the entire period of contract.5. Price Bids of the technically & commercially acceptable parties ONLY shall be opened.6. The quoted prices shall be inclusive of all taxes as applicable.7. EMD- Rs.5000/- (Rs. Five thousand only)

The Part-I offer of the parties, shall be opened on due date of opening, i.e. 10.12.2015 at 1530 Hrs in the presence of authorized representatives of the parties who may like to be present.

Thanking you,

Yours sincerely,

(Hari Singh)
Manager (HR-Gax/Pur.)
BHEL, Industry Sector
New Delhi

Terms & Conditions

A. PRE QUALIFYING REQUIREMENTS :

- 1) Experience minimum three years and experience should be stationary printing area.
- 2) The bidder's average annual financial turnover during the last three financial years ending should be at least 5.0 lakhs.
- 3) EMD Rs 5000/- (Rs, five thousand only) to be submitted by way of either banker's cheque or demand draft in favour of BHEL, payable at New Delhi. Tender not accompanied with EMD will not be accepted and shall not be considered for further evaluation.


The work completion certificate shall be specific to the work order submitted i.e. the specific contract, value of the job, duration of contract / job and declaration of satisfactory performance shall be indicated in the work completion certificate from the client. The certificates shall be issued by competent authority with his / her contact details mentioned, for verification purpose. BHEL reserves the right to verify the correctness of the certificates of the clients.

B. DOCUMENTS REQUIRED IN SUPPORT OF PRE-QUALIFYING REQUIREMENT:

- a) Copy of PAN Card Form duly signed and stamped by the bidder.
- b) Certified copy of Balance Sheet and Profits & Loss Account statements of last three financial years i.e. FY 2012-13, 2013-14 & 2014-15 (AY 2013-14, 2014-15 & 2015-16).
- c) Copy of acknowledgements of IT return of last three financial years i.e. FY 2012-2013, 2013-14, 2014 -15(AY 2013-2014, 2014-15 & 2015-16).
- d) Copies of Work Orders/ award letters indicating the duration of contract, Quantum of business done along with certificates of successful completion in support of proof of experience for the jobs/ services executed by the bidders during last 3 years,
- e) EMD Of Rs. 5000/- (RS. five thousand only in the form of pay order or demand draft in favour of BHEL , payable at New Delhi , must be submitted in a separate envelop.

No interest shall be payable by BHEL on EMD amount. The EMD shall be forfeited in case of:

- i) Withdrawal of bid or increase in rates or change in bid conditions after opening of the tender.
- ii) Refusal to enter into a contract after the award of contract.
- iii) If operations of the contract are not commenced from the date indicated in the award of contract.


19/11/15

Technical Terms & Conditions / Specifications**1.0 SCOPE OF WORK**

Following printed items will be supplied at BHEL Iodhi Road New Delhi 110003 on contract period.

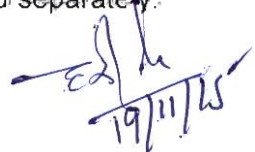
Description	Estimated Quantity	Specification
Letter Head	100 pads	Each pad 100 sets and paper GSM 100
Green sheet	200 pads	Each pad 100 sheets and paper 95 gsm
Invitation card single sheet for customer meet/vendor	200 nos	Size 7``X5`` both side printed in Hindi and English
Invitation card double sheet for customer meet/vendor	200 nos	Size (7``X5``)double both side printed in Hindi and English
Identity card cover & dori	200 sets	BHEL logo printed on Dori
Vehicle daily trip log book each book contains 50 sets	500 books	Each book 50 sheet with duplicate copy and hard card board cover of log book
Promotion letter with envelope	200 sets	As par sample paper 120 gsm
Plat file/Ordinary file	11,000 nos	As par sample and file 31.50kgs
ID card for BHEL retired employees	70 nos	As per sample thickness
ID card for BHEL regular employees	220 nos	As per sample thickness
Purchase requisition book with triple copy each book	250 book	100 sheets (with triple) contains each book
Materials gate pass books with triple copy each book	200 book	50 sheets (with triple) contains each book

Samples of all items attached

Details

- Ordinary files :- shall be printed as per sample Red, Yellow, Green Blue colour equal quantity
- Vehicle daily trip logbook:- Serial no 001 to 050, 051-100, 100-150,151-200,201-250,251-300,-, -, -, -, -,24801-24850, 24851-24900, 24901-24950, 24951-25000 (With duplicate) (each book contains 50 sheets)
- Purchase requisition:-01-100,101-200,201-300,301-400,-,-,-,-,-,-,-,-,24601-24700,24701-24800,24801-24900,24901--25000 (With triplicate) (each book contains 100 sheets)
- Material gate pass book:- 01-50, 51-100, 101-150, 151- 200, 201-250, 251-300,-,-,-,-,-,-,-,-,4701-4750, 4751-4800, 4801-4850, 4851-4900, 4901- 4950, 4951- 5000

- Successful Vendor Shall be required to supply required printed stationary items to BHEL on PO basis.
- Price rate should be quoted in table Inclusive of all taxes
- The tender shall be in two part bids. Technical bids shall be opened on date of opening of the bids. After scrutiny and acceptance of the technical bids, price bids of technically accepted parties only shall be opened. The date of opening price bids will be intimated separately.

 19/11/15

- 1.4 Technical and price bids must be in separate envelop and super scribed as "Technical bid" and "Price bid" separately with item name clearly written on the covers. Tenders received mixed (with technical and price bids.) will be rejected. Every page of the price bid document shall be signed & stamped by the tenderer at the bottom of the page.
- 1.5 The rate quoted for all the items of the work shall be inclusive of all taxes.
- 1.6 Tender may be rejected on account of unsatisfactory past performance in the execution of an earlier contract if noticed during technical evaluation.
- 1.7 The tender documents may be submitted through speed post/ordinary post or delivered by hand to reach within the stipulated date and time.
- 1.8 Bids complete in all respects should reach our office on or before date 10.12.2015 date by 15.00 Hrs
- 1.9 Technical bids will be opened on same date. The technical bids will be opened in the presence of authorized representative of the bidders who wish to be present. BHEL reserves the right to make any changes in the terms and conditions of tender and reject any or all bids. Bids received late or found incomplete shall be rejected.
- 1.20. Annual Rate contract (ARC) will be for two years and may be extended by another one year on the same prices and terms conditions. . If the contractor fails to fulfill contractual obligations or maintain quality of paper and prints, ARC will be cancelled by BHEL during the contract period.
- 1.21. In case of any complaint at any time regarding quality of paper/ print the contract shall be terminated during the contract period at the risk and cost of the vendor and the Security Deposit shall be forfeited.
- 1.22. Any discrepancy in the bid, if found the same shall be to advantage to BHEL and will be considered for evaluation accordingly.

A handwritten signature in blue ink, followed by a horizontal line and the date "17/11/15" written below it.

Commercial Terms & Conditions

1. RATE Contract

In case of award of contract, the rates shall remain firm for a period of two years i.e. the ENTIRE PERIOD OF CONTRACT w.e.f.01.01.2016 to 31.12.2017

2. VALIDITY OF CONTRACT

The contract will be valid for a period of two years. The same may however be extended further for a period of one year with mutual agreement, in writing, on the same Rates, Terms and Conditions.

3. TERMINATION OF CONTRACT

If at any time the contractor defaults in performance of the work with due diligence and continues to do so or commit any default in complying any of the tender terms and conditions even after the notice in writing is given, BHEL may, without prejudice to any other right to remedy which shall have accrued or shall accrue thereafter to BHEL, to terminate the contract by giving 15 days' notice in writing. The notice will be deemed to have been served as and when sent to the address given in the tender.

4. SECURITY DEPOSIT

The successful bidder shall be required to furnish a Security deposit of 10 % of the contract value through demand draft / banker's cheque in favor of BHEL payable at New Delhi or by cash in BHEL Lodhi Road office Finance Dept before start of the contract The Security Deposit shall not carry any interest and will be refunded to the contractor on successful completion of the contract and settlement of recovery of dues, if any.

5. TERMS OF PAYMENTS

Payment will be released within 15 days after receipt of bill / Invoice & materials against PO . No advance money will be paid under any circumstances. Also no interest shall be paid due to delay in making the payment.

6. BHEL reserves the right to reject any or all quotations without assigning any reason whatsoever. Quotation of the parties which have been black-listed / debarred / banned by PSUs / kept on hold by any office of Delhi-based Divisions of BHEL during the last three years will be rejected.

7. TAX DEDUCTION AT SOURCE: Tax shall be deducted at source from the running bills as per applicable Income Tax Rules and other statutory requirements

8. **Penalty:-** In case of delay , penalty @ 0.5% per week on undelivered portion , subject to maximum 10% of total PO Value will be deducted from the bill

9. **Delivery :-** Material will be delivered by successful vendor on PO bases and delivery time will be counted from date of proof OK by user / indenter. Proof of PO items should be ok by vendor within 10 days

10. DEVIATION: The Contractor must comply with the tender specification and all terms and conditions of contract. Deviation if any, should be given as per the format attached at Annexure-VI by mentioning the related/affected clause number etc.

11. EVALUATION CRITERIA

- a) Bidders shall be selected on L-1 basis on total value
- b) In the event of more than one bidder having quoted identical lowest rates and there is a tie amongst the bidders, the respective bidders would be asked to submit their revised rates. This process would continue till the distinct L1 rate is arrived.


18/11/25

General Terms & Conditions

1. ARBITRATION

- a) In the event of any dispute or difference arising out of the execution of the Order/Contract or the respective rights and liabilities of the parties or in relation to interpretation of any provision between BHEL & Service Provider in any manner touching upon the Order/Contract, such dispute or difference shall (except as to any matters, the decision of which is specifically provided for therein) be referred to the arbitration of the person appointed by the competent authority of BHEL.

Subject to as aforesaid, the provisions of Arbitration and Conciliation Act, 1996 (India) or statutory modifications or re-enactments thereof and the rules made thereunder and for the time being in force shall apply to the arbitration proceedings under this clause. The venue of arbitration shall be at New Delhi.

- b) In case of order/contract on Public Sector Enterprises (PSE) or a Govt. Deptt., the following clause shall be applicable:-

In the event of any dispute or difference, relating to the interpretation and application of the provisions of the Order/Contract, such dispute or difference shall be referred to by either party to the arbitration of one of the arbitrators in the department of public enterprises. The award of the arbitrator shall be binding upon the parties to the dispute, provided, however, any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law secretary, Deptt. of Legal Affairs, Ministry of Law & Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary or Additional Secretary when so authorized by the Law Secretary, whose decision shall bind the parties hereto finally and conclusively. The parties in the dispute will bear equally the cost of arbitration as intimated by the arbitrator.

2. LAWS GOVERNING THE CONTRACT

The Order/Contract shall be executed and governed by the laws of India and the courts of India alone shall have jurisdiction in respect of any matter arising under or in connection with the Order/Contract.

3. JURISDICTION OF COURT

Courts at Delhi/New Delhi shall have exclusive jurisdiction to decide the dispute, if any, arising out of or in respect of the contract(s) to which these conditions are applicable.

Handwritten signature and date: 19/11/15

DETAILS OF BUSINESS

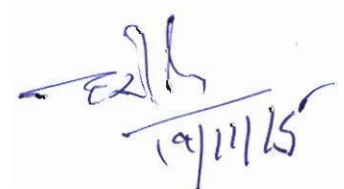
1.0	Name of the firm	
2.0	Address for communication	
3	Telephone No. (Office) (Res) (Mobile) (Fax)	
4.0	Name of proprietor / partner	
5.0	Name of Bankers	
6.0	Copy of PAN Card to be furnished	
7.0	Last 3 years Audited Balance Sheet along with Profit & Loss Account of the Co. / Firm	
8.0	Experience Certificates with Govt./Private/Public Sector. if any	

Signature
With name, Designation & seal of the firm

DECLARATION

I/ We hereby declare that I / we have not been banned or de-listed by any PSU / Government Department / Financial Institute / Court and no case is pending with the police / court against our firm/ partner or the company.

Signature
With name, Designation & seal of the firm



Handwritten signature and date: 19/11/15

TECHNICAL DETAILS

TURNOVER (F.Y.)	2014-15	2013-14	2012-13
<input type="checkbox"/> (Lacs)			

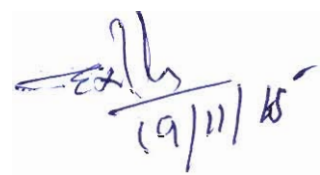
Work Experience fulfilling , submitted in Part-I Bid)

EXPERIENCE	No. of Work	Value	Customer's Name
1.			
2.			
3.			

PAN Card No. / Name on PAN Card	
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Income tax return (F.Y.)	2015-16	2014-15	2013-14	2012-2013
EMD Details	Bank name	DD no	Date	Amount Rs.

(Signature & seal of the contractor)

 19/11/15

PRICE BID FORMAT

S.No.	Description	Estimated Requirement	Rate per unit Rs.	Total amount Rs.
1	DO Letter pad / Letter Head pad/Continuous sheet pad (Size A-3/ A-4/A-5) (Each Pad 100 sheet) (100 gsm paper)	100 pads		
2	Green Sheet Pad (Each Pad 100 sheet) 90 gsm paper	200 pads		
3	Invitation card with envelop , size 7''X5'' single sheet both side printed for customer/vender meet	200 nos		
4	Invitation card with envelop , size 7''X5'' double sheet both side printed for customer meet for customer/vender meet	200 nos		
5	Identity card cover & dori with bhel logo	200 sets		
6	Vehicle daily trip log book (Each log book 50 nos sheet with duplicate copy with hard card board cover printed as per sample	500 books		
7	Promotion letter with envelop	200		
8	Flat file (Red/Yellow/Blue/Green Colour)	11000		
9	ID card for BHEL retired employees as per sample	70		
10	ID card for BHEL regular employees	220		
11	Purchase requisition book with triple copy each book 100 sets	250		
12	Material gate pass books with triple copy each book 50 sets.	200		

Note: The rates quoted above are inclusive of all taxes as applicable. Quantity for items may vary actual basis Samples enclosed for all items

If any query for the above you may contact to concern parson

→ EKH
19/11/15

CHECK-LIST (Part-I Bid)**SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER**

SNo.	Description of requirement	Yes/ No/NA	Page No(s)
1	Details of work experience, satisfactory work performance certificates.		
2	Copies of the Balance sheet and Profit & Loss account statement of last three financial years i.e. FY 2012-13, 2013-14 & 2014-15 or duly certified by Charter accountant		
3	Acknowledgement of I-T return of last three financial years i.e. FY 2013-14, 2014-15 & 2015-16		
4	Copy of the PAN card.		
5	Terms & Conditions (Annexure-"I").		
6	Technical Terms & Conditions (Annexure-"II").		
7	Commercial Terms and Conditions (Annexure-"III").		
8	General Terms & Conditions (Annexure-"IV").		
9	Details of business (Annexure-"V")		
10	Declaration Annexure ``VI``		
10	Technical Details (Annexure-"VII")		
11	Unquoted Price Bid Format (Annexure "VIII)		
12	Check List (Annexure- (IX"))		

(Signature & seal of the contractor)



Signature
19/11/15



भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Limited

उद्योग क्षेत्र/Industry Sector

एकीकृत कार्यालय परिसर/Integrated Office Complex

लोधी रोड, नई दिल्ली/Lodhi Road, New Delhi-110003

Ph.: (O) 24366006, 41793386

Fax: 91-11-24365914

E-mail : wvk@bhel.in

डब्ल्यू. वी. के. कृष्णा शंकर

निदेशक (औद्योगिक प्रणाली एवं उत्पाद)

W V K KRISHNA SHANKAR

Director (Industrial Systems & Products)

Changeable

Sample

Sample

weight 0.4 gm (each page)

(GSM-100)

पंजीकृत कार्यालय : बीएचईएल हाउस, सिरी फोर्ट, नई दिल्ली-110049, (भारत)

Regd. Office : BHEL HOUSE, Siri Fort, New Delhi-110049, (INDIA)



भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Limited

उद्योग क्षेत्र/Industry Sector

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Ph.: (O) 24366006, 41793386

Fax: 91-11-24365914

E-mail : alpha9@bhel.in

अमिताभ माथुर

निदेशक (औद्योगिक प्रणाली एवं उत्पाद)

AMITABH MATHUR

Director (Industrial Systems & Products)

Chargeable

weight 0690m (each page)

Sample

(GSM-100)

पंजीकृत कार्यालय : बीएचईएल हाउस, सिरी फोर्ट, नई दिल्ली-110049, (भारत)

Regd. Office : BHEL HOUSE, Siri Fort, New Delhi-110 049, (INDIA)

weight - 06 gram (each page)

Sample

GSM - 100

बधाई
Congratulations

Sample





बधाई
Congratulations

To. _____

Envelope

Sample



भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Limited



भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Limited

लोधी कॉम्प्लेक्स / LODHI COMPLEX

क्रय मांग पर्ची / Purchase Requisition

पुस्तक सं० / Book No.....

इंडेंट सं० / Indent No. 31046

दिनांक / Date.....

(विभाग/प्रभाग)

(Dept./Division)

सेवा में / To
परियोजना क्रय / Project Purchase
केन्द्रीकृत / Centralised Purchase

इंडेंट जारी करने वाले का नाम
Indent issued by _____

क्रमांक S No.	सामग्री का विवरण Description of Material	कितनी मात्रा चाहिए Quantity Required	किस तारीख को सुपुर्दगी चाहिए Date by which Dely. is Reqd.	अनुमानित लागत App. Cost	टिप्पणी Remarks
	Red colour paper sample				

नोट : 1. इंडेंट को शक्तियों के प्रत्यायोजन के अनुसार प्रतिहस्ताक्षरित कराएँ।

Note : Indent should be countersided as per delegation of powers.

2. पुस्तकन के बाद क्रय विभाग इंडेंट की एक प्रति वापस भेजेगा।

One copy or indent will be returned by Purchase after endorsement.

3. सुपुर्दगी : आपातिक-तत्काल अत्यावश्यक-एक हफ्ते में

सामान्य चार हफ्तों में

Delivery : Emergency-immediate Urgent-within one week

Normal - within four weeks

नाम / Name.....

हस्ताक्षर / Signature.....

पद / Designation.....

विभाग / Deptt.....

सम्पर्क / Contact.....



भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Limited

सेवा में / To

परियोजना क्रय / Project Purchase

केन्द्रीकृत / Centralised Purchase

लोधी कॉम्प्लेक्स / LODHI COMPLEX

क्रय मांग पत्र / Purchase Requisition

पुस्तक सं० / Book No.....

इंडेंट सं० / Indent No. 3046

दिनांक / Date.....

(विभाग/प्रभाग)

(Dept./Division)

इंडेंट जारी करने वाले का नाम
Indent issued by _____

क्रमांक S No.	सामग्री का विवरण Description of Material	कितनी मात्रा चाहिए Quantity Required	किस तारीख को सुर्दगी चाहिए Date by which Dely. is Reqd.	अनुमानित लागत App. Cost	टिप्पणी Remarks
	yellow paper cover sample				

नोट : 1. इंडेंट को शक्तियों के प्रत्यायोजन के अनुसार प्रतिहस्ताक्षरित कराएँ।
Indent should be countersided as per delegation of powers.

2. पुस्तकान के बाद क्रय विभाग इंडेंट की एक प्रति वापस भेजेगा।
One copy of indent will be returned by Purchase after endorsement.

3. सुर्दगी : आपातिक-तत्काल अत्यावश्यक-एक हफ्ते में
सामान्य चार हफ्तों में

Delivery : Emergency-immediate Urgent-within one week
 Normal - within four weeks

नाम / Name.....

हस्ताक्षर / Signature.....

पद / Designation.....

विभाग / Deptt.....

संपर्क / Contact.....



भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Limited

सेवा में / To

लोधी कॉम्प्लेक्स / LODHI COMPLEX

पुस्तक सं० / Book No.....

परियोजना क्रय / Project Purchase

क्रय मांग पत्र / Purchase Requisition

इंडेंट सं० / Indent No.....

केन्द्रीकृत / Centralised Purchase

दिनांक / Date.....

इंडेंट जारी करने वाले का नाम

(विभाग/प्रभाग)
(Deptt./Division)

Indent issued by

क्रमांक S.No.	सामग्री का विवरण Description of Material	किन्ती मात्रा चाहिए Quantity Required	क्रिस तारिख को सुदृशी चाहिए Date by which Dely. is Reqd.	अनुमानित लागत App. Cost	टिप्पणी Remarks
	White Paper	Sample			

नोट : 1. इंडेंट को शक्तियों के प्रत्यायोजन के अनुसार प्रतिहस्ताक्षरित करारें।

Note : Indent should be countersided as per delegation of powers.

2. पुरांकन के बाद क्रय विभाग इंडेंट की एक प्रति वापस भेजेंगा।

One copy or indent will be returned by Purchase after endorsement

3. सुदृशी : आभासिक-तत्काल अत्यावश्यक-एक हफ्ते में

सामान्य चार हफ्ते में

Delivery : Emergency-immediate Urgent-within one week

Normal - within four weeks

नाम / Name.....

हस्ताक्षर / Signature.....

पद / Designation.....

विभाग / Deptt.....

सम्पर्क / Contact.....



ORIGINAL COPY

भारत हेवी इलेक्ट्रिकल्स लिमिटेड

Bharat Heavy Electricals Limited

एकीकृत कार्यालय प्रखंड, लोधी रोड, नई दिल्ली

Integrated Office Complex, Lodhi Road, New Delhi

क्रम सं०
S.No. 1584संख्या : आई.ओ.सी.
No. : IOCदिनांक
Dateगेट पास / GATE PASS

कृपया इस पत्र के धारक श्री को जिनके हस्ताक्षर नीचे दिये गये हैं, इस कार्यालय भवन से निम्नांकित वस्तुओं को कार्यालय/जगह का नाम) में ले जाने दें।

Kindly allow the bearer Shri _____ whose Signatures are given below to take out the following material from our office premises to : _____

क्रम सं. S.No.	विवरण DESCRIPTION	मात्रा QTY.	टिप्पणी REMARKS
1.	<i>fed colour paper</i>		
2.			
3.			
4.			
5.			
6.			

धारक / ठेकेदार के हस्ताक्षर
Signature of the bearer/Contractor
पूरा पता
Complete Address :

जारी करने वाले अधिकारी के हस्ताक्षर
(विभाग व पदनाम)
Signature of the Issuing Authority
(Deptt. with Designation)



CUSTOMER COPY

भारत हेवी इलेक्ट्रिकल्स लिमिटेड

Bharat Heavy Electricals Limited

एकीकृत कार्यालय प्रखंड, लोधी रोड, नई दिल्ली

Integrated Office Complex, Lodhi Road, New Delhi

क्रम सं० 1584
S.No.संख्या : आई.ओ.सी.
No. : IOC

दिनांक

गेट पास / GATE PASS

Date

कृपया इस पत्र के धारक श्री को जिनके हस्ताक्षर नीचे दिये गये हैं, इस कार्यालय भवन से निम्नांकित वस्तुओं को कार्यालय/जगह का नाम) में ले जाने दें।

Kindly allow the bearer Shri _____ whose Signatures are given below to take out the following material from our office premises to : _____

क्रम सं. S.No.	विवरण DESCRIPTION	मात्रा QTY.	टिप्पणी REMARKS
1.	<i>Yellow paper sample</i>		
2.			
3.			
4.			
5.			
6.			

धारक / ठेकेदार के हस्ताक्षर

Signature of the bearer/Contractor

पूरा पता

Complete Address :

जारी करने वाले अधिकारी के हस्ताक्षर
(विभाग व पदनाम)Signature of the Issuing Authority
(Deptt. with Designation)



भारत हेवी इलेक्ट्रिकल्स लिमिटेड

Bharat Heavy Electricals Limited

एकीकृत कार्यालय प्रखंड, लोधी रोड, नई दिल्ली
Integrated Office Complex, Lodhi Road, New Delhi

OFFICE COPY

क्रम सं०

S.No. 1584

संख्या : आई.ओ.सी.

No. : IOC

दिनांक

Date

गेट पास / GATE PASS

कृपया इस पत्र के धारक श्री को जिनके हस्ताक्षर नीचे दिये गये हैं, इस कार्यालय भवन से निम्नांकित वस्तुओं को कार्यालय/जगह का नाम) में ले जाने दें।

Kindly allow the bearer Shri whose Signatures are given below to take out the following material from our office premises to :

क्रम सं. S.No.	विवरण DESCRIPTION	मात्रा QTY.	टिप्पणी REMARKS
1.			
2.	White paper		
3.			
4.	Sample		
5.			
6.			

धारक / ठेकेदार के हस्ताक्षर

Signature of the bearer/Contractor

पूरा पता

Complete Address :

जारी करने वाले अधिकारी के हस्ताक्षर

(विभाग व पदनाम)

Signature of the Issuing Authority

(Deptt. with Designation)



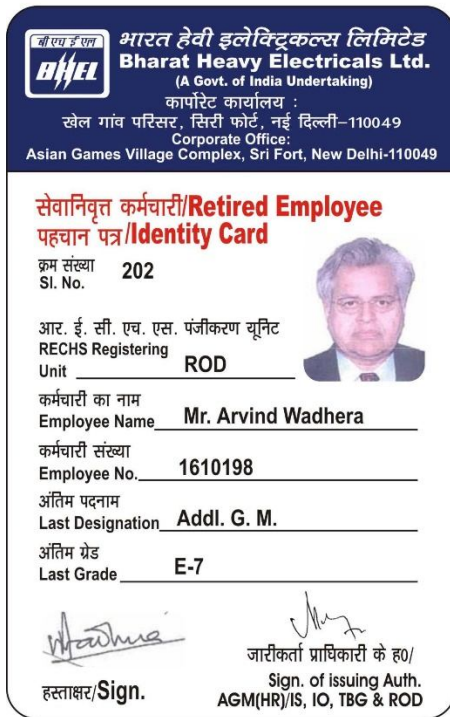
Front



Back

Thickness of Card is 2 - 2.5 mm.

Sample I-Card of Regular Employees



Front



Back

Thickness of Card is 1 - 1.5 mm.

Sample I-Card of Retired Employees



फाइल क्रमांक
File No. _____

Sample font

फाइल क्रमांक
File No. _____

विषय
Subject _____

विभाग
Department _____

From _____ से To _____ तक

भारत हेवी इलेक्ट्रिकल्स लिमिटेड
BHARAT HEAVY ELECTRICALS LIMITED

एकीकृत कार्यालय परिसर, लोधी रोड, नई दिल्ली-110003
Integrated Office Complex, Lodhi Road, New Delhi-110003

Above Cited	ऊपर कथित	Confidential	गोपनीय
Above mentioned	उपर्युक्त	Confirm	पुष्टि करना
Above quoted	ऊपर उद्धृत	Consent	सम्मति
Absentee Statement	अनुपस्थिति विवरण	Consignee	परेषिती
Abstract	सार	Consignor	परेषक
Accede	मान लेना	Contract Management	संविदा प्रबंधन
Accept	स्वीकार करना	Cost	लागत
Accord	प्रदान करना	Customer	ग्राहक
Accordingly	तदनुसार	Daily report	दैनिक रिपोर्ट
Account	लेखा	Daily wages	दैनिक मजदूरी
Accrued	प्रोद्भूत	Date	दिनांक
Acknowledgement	पावती	Dearness allowance	महंगाई भत्ता
Acting	कार्यकारी	Decision	निर्णय
Action	कार्रवाई	Declaration	घोषणा
Action plan	कार्य योजना	Delivery	सुपुर्दगी
Adhoc	तदर्थ	Demi-official letter	अर्ध-सरकारी पत्र
Administrative Approval	प्रशासनिक अनुमोदन	Department	विभाग
Admissible	ग्राह्य, स्वीकार्य	Dependent	आश्रित
Advance	अग्रिम	Depreciation	मूल्यहास
Advertisement	विज्ञापन	Deputation	प्रतिनियुक्ति
Advice of payment	भुगतान सूचना	Design	अभिकल्प, डिजाइन
Advisory Committee	सलाहकार समिति	Designation	पदनाम
Affidavit	शपथपत्र	Development	विकास
Agenda	कार्यसूची	Discount	छूट
Agreement	अनुबंध, करार	Discussion	चर्चा
Allocation	बँटना	Dividend	लाभांश
Allotment	आवंटन	Draft	मसौदा
Allowance	भत्ता	Earned leave	अर्जित छुट्टी
Amount	राशि	Efficiency	दक्षता
Application	आवेदन	Eligibility	पात्रता
Appointment	नियुक्ति	Employee	कर्मचारी
Approval	अनुमोदन	Enclosed	संलग्न
Approved	अनुमोदित	Engineer	अभियंता
Attendance	उपस्थिति	Enquiry	जाँच, पूछताछ
Balance sheet	तुलन-पत्र	Entitlement	हकदारी
Basic pay	मूल वेतन	Execution	निष्पादन
Brief note	संक्षिप्त टिप्पणी	Ex gratia payment	अनुग्रही अदायगी
Business	व्यापार, कारोबार	Expenditure	व्यय, खर्च
Buyer	खरीदार	Explanation	स्पष्टीकरण
By return of post	लौटती डाक से	Export	निर्यात
Cancel	रद्द करना	External service	बाह्य सेवाएँ
Capacity	क्षमता	Finance	वित्त
Capital Goods	पूंजी माल	Financial year	वित्तीय वर्ष
Case	मामला, विषय, स्थिति	Follow up action	अनुवर्ती कार्रवाई
Cash	नकद, रोकड़	Forwarded	अग्रपिप्त
Casual leave	आकस्मिक छुट्टी	Freight	भाड़ा
Cell	कक्ष	Gratuity	उपदान
Central Excise	केंद्रीय उत्पाद शुल्क	Gross amount	कुल राशि
Certificate	प्रमाण पत्र	Guidelines	दिशा-निर्देश
Charge	प्रभार, कार्यभार, आरोप	Half-pay leave	अर्ध-वेतन छुट्टी
Circular	परिपत्र	Half yearly	अर्ध वार्षिक
Claim	दावा	Halting allowance	विराम भत्ता
Clarification	स्पष्टीकरण	Head of Department (HOD)	विभागाध्यक्ष
Collaboration	सहयोग	Heavy Industry	भारी उद्योग
Commercial	वाणिज्य	Honorarium	मानदेय
Committee	समिति	Identity card	पहचान पत्र
Commutated leave	परिवर्तित छुट्टी	Immediate action	तुरंत कार्रवाई
Competent authority	सक्षम प्राधिकारी	Implementation	कार्यान्वयन
Compliance	अनुपालन	Import	आयात
Concurred	सहमत	Imprest amount	अग्रदाय राशि
Concurrence	सहमति	Incentive	प्रोत्साहन



font ball

Incharge	प्रभारी	Reduction	कमी
Increment	वेतनवृद्धि	Reference	संदर्भ
Indent	मांग-पत्र	Registration	पंजीकरण
Industrial Relation	औद्योगिक संबंध	Reimbursement	प्रतिपूर्ति
Industry	उद्योग	Relevant papers	संबंधित दस्तावेज
Inspection	निरीक्षण	Relieve	भार मुक्त
Installation	संस्थापन	Remuneration	पारिश्रमिक
Interest	ब्याज	Resignation	त्याग पत्र
Interview	साक्षात्कार	Resource	संसाधन
Investment	निवेश	Retirement	सेवानिवृत्ति
Invoice	बीजक	Revenue	राजस्व
Joining report	कार्यग्रहण रिपोर्ट	Review	समीक्षा
Justification	तर्कसंगत, औचित्य	Rule	नियम
Kindly	कृपया	Safety	सुरक्षा
Labourer	श्रमिक, मजदूर	Salary	वेतन
Leave Encasment	छुट्टी भुनाना/नकदीकरण	Sales	बिक्री
Letter	पत्र	Sanction	मंजूरी, स्वीकृति
Library	पुस्तकालय	Scale of pay	पेतनमान
List	सूची	Secretariat	सचिवालय
Lumpsum	एकमुश्त	Signature	हस्ताक्षर
Maintenance	अनुरक्षण/रख-रखाव	Sir	महोदय
Management	प्रबंधन	Statement	कथन, बयान, विवरण
Manufacture	विनिर्माण	Stationery	लेखन-सामग्री
Materials	सामग्री	Stores	भंडार
Medical	चिकित्सा	Sub contract	उप संविदा
Meeting	बैठक	Subject	विषय
Ministry	मंत्रालय	Subsidy	सहायिकी
Minutes	कार्यवृत्त	Supplier	आपूर्तिकर्ता
Monthly	मासिक	Supply	आपूर्ति
Necessary action	आवश्यक कार्रवाई	Technician	तकनीशियन
Nomination	नामांकन	Technology	प्रौद्योगिकी
Non-entitled	गैर-हकदार	Tender	निविदा
Norms	मानदंड	Testing	परीक्षण
Notice	सूचना	Tool	औजार
Office copy	कार्यालय प्रति	Tour	दौरा
Office order	कार्यालय आदेश	Training	प्रशिक्षण
Official language	राजभाषा	Transfer	स्थानांतरण
Outstanding	बकाया, उत्कृष्ट	Travelling Allowance	यात्रा भत्ता
Overtime allowance	समयोपरि भत्ता	Turnover	कुल बिक्री
Payment	भुगतान	Under consideration	विचाराधीन
Personal pay	वैयक्तिक वेतन	Under reference	संदर्भाधीन
Perusal	अवलोकन	Undersigned	अधोहस्ताक्षरी
Plant	संयंत्र	Unit	इकाई
Prior sanction	पूर्व संस्वीकृति	Urgent	तुरंत, अत्यावश्यक
Probation	परिचीक्षा	Valid	विधिमान्य, वैध
Production	उत्पादन	Valuation	मूल्यांकन
Profit	लाभ	Vendor	विक्रेता
Promotion	पदोन्नति	Verification	सत्यापन
Proposal	प्रस्ताव	Vigilance	सतर्कता
Provident fund	भविष्य निधि	Visitor	आगतुक
Purchase	क्रय	Wages	मजदूरी
Quality	गुणवत्ता	Weekly	साप्ताहिक
Quality control	गुणवत्ता नियंत्रण	Welfare	कल्याण
Quantity	मात्रा, परिणाम	Withdraw	आहरण
Quotation	भावदार, उद्धरण	Working knowledge	कार्यसाधक ज्ञान
Rate contract	दर संविदा	Workmen	कामगार
Raw material	कच्चा माल	Workshop	कार्यशाला
Receipt	रसीद, प्राप्ति	Yearly	वार्षिक
Recommendation	संस्तुति	Yours faithfully	भवदीय, भवदीया
Record	रिकार्ड, अभिलेख	Yours sincerely	आपका
Recruitment	भर्ती		

2nd back

तक

Phrases

Accordingly to the terms of Agreement
Action may be taken
Approved as proposed
Case is pending
Case is reviewed
Circulate and file
Copy enclosed
Delay regretted
Expedite action
For onward transmission
Issue immediately
Kindly accord concurrence
Kindly confirm
Look into the matter
Matter is under consideration
May be sanctioned
May please see
Necessary action may be taken
Papers under consideration
Please discuss
Put up for information pl
Reminder may be sent
Rules and Regulations
Seen, thanks
Submitted for approval
Verified & found correct

Department

Director (IS&P) Secretariat
Project & Management Services
Project Management & Customer Response
Defence Business
Industrial Products - Electricals
Industrial Products - Mechanical
Captive Power Plant
Process Industries
Mines & Metallurgical Industries
Transportation System Group
Finance & Accounts
Human Resources Management
Purchase
Vigilance
Quality
IO (Marketing)
IO (Projects)
Regional Operation Division
Transmission
TBG-sub contract
Medical Services
Technical Services
Security

वाक्यांश

करार की शर्तों के अनुसार
कार्रवाई की जाए
यथा प्रस्तावित अनुमोदित
मामला लंबित है
मामले की समीक्षा की गई
परिचालित कर फाईल करें
प्रतिलिपि संलग्न है
विलम्ब के लिए खेद है
कार्रवाई शीघ्र की जाए
आगे भेजने के लिए
तत्काल जारी करें
कृपया सहमति प्रदान करें
कृपया पुष्टि करें
मामले को देखें
मामला विचाराधीन है
मंजूर किया जाए
कृपया देखें
आवश्यक कार्रवाई की जाए
विचाराधीन कागजपत्र
कृपया चर्चा करें
सूचनार्थ प्रस्तुत है
अनुस्मारक/स्मरण पत्र भेजें
नियम और विनियम
देख लिया, धन्यवाद
अनुमोदन के लिए प्रस्तुत
सत्यापित और सही पाया गया

विभाग

निदेशक (औ.प्र. एवं उ.) सचिवालय
योजना एवं प्रबंध सेवाएं
परियोजना प्रबंध एवं ग्राहक अनुक्रिया
रक्षा व्यापार
औद्योगिक उत्पाद-इलेक्ट्रिकल
औद्योगिक उत्पाद-मैकेनिकल
कैप्टिव पावर प्लांट-निर्जी ऊर्जा संयंत्र
प्रसंस्करण उद्योग
खान एवं धातुकर्मीय उद्योग
परिवहन प्रणाली समूह
वित्त एवं लेखा
मानव संसाधन प्रबंध
क्रय
सतर्कता
गुणवत्ता
अंतर्राष्ट्रीय परिचालन (विपणन)
अंतर्राष्ट्रीय परिचालन (परियोजना)
क्षेत्रीय परिचालन प्रभाग
प्रारंभ, संचारण, ट्रांसमिशन
टीबीजी-उप संविदा
चिकित्सा सेवाएं
तकनीकी सेवाएं
सुरक्षा

Designation

Chairman & Managing Director
Director
Executive Director
General Manager (Incharge)
General Manager
Additional General Manager
Senior Deputy General Manager
Deputy General Manager
Senior Manager
Manager
Deputy Manager
Senior Officer
Senior Engineer
Accounts Officer
Administrative Officer
Engineer Trainee
Executive Trainee
Junior Engineer
Chief Medical Officer
Head of Medical Services
Medical Officer
Private Secretary
Office Superintendent
Accountant
Pharmacist
Librarian
Cashier
Translator
Draftsman
Design Assistant
Storekeeper
Stenographer
Receptionist
Security Guard
Caterer
Driver
Attendant
Sanitary Worker
Unskilled worker
Contract Worker
Supervisor

पदनाम

अध्यक्ष एवं प्रबंध निदेशक
निदेशक
कार्यपालक निदेशक
महाप्रबंधक (प्रभारी)
महाप्रबंधक
अपर महाप्रबंधक
वरिष्ठ उप महाप्रबंधक
उप महाप्रबंधक
वरिष्ठ प्रबंधक
प्रबंधक
उप प्रबंधक
वरिष्ठ अधिकारी
वरिष्ठ अभियंता
लेखा अधिकारी
प्रशासनिक अधिकारी
अभियंता प्रशिक्षु
कार्यपालक प्रशिक्षु
कनिष्ठ अभियंता
मुख्य चिकित्सा अधिकारी
प्रमुख-चिकित्सा सेवाएं
चिकित्सा अधिकारी
निजी सचिव
कार्यालय अधीक्षक
लेखाकार
फार्मसिस्ट, भेषज
पुस्तकालयाध्यक्ष
रोकड़िया
अनुवादक
ड्राफ्ट्समैन, नक्शानवीस
डिजाइन सहायक
स्टोरकीपर
आशुलिपिक
स्वागती
सुरक्षा गार्ड
केटरर
ड्राइवर
परिचर
सफाई कर्मचारी
अर्धकुशल कामगार
ठेका कर्मचारी
पर्यवेक्षक

List Bone U